

Quick Start – Deferred Compensation:

The following is a quick summary of the steps involved in submitting a DCP report. You will receive email notification when your DCP report is available for processing.

Navigation Link:	Take these steps:
Report Listing	Click the Select button.
Change Report	<p>Review any deferral changes for the upcoming pay date.</p> <ul style="list-style-type: none">• If none, go to the next step.• If there are some, make the changes to your payroll system. You may print this report or save it to disk.
Deferral Detail	<p>After payroll has run, verify deferral amounts for each participant and make appropriate updates. Be sure to save your changes frequently.</p> <ul style="list-style-type: none">• To update participant's name, address or birth date, click "Update Participant Info." Note: If you have already updated this information on your regular retirement report, this step is not necessary.• To enter an employment termination date, click "Update Participant Info." Note: End dates for retirement and DCP are not shared.• To suspend a participant's deferral for extended periods of leave without pay, click the "Deferral Temporarily Suspended" box. The deferral will remain suspended until the box is unchecked.• To do a one-time suspension, change the "Deferral Amount" box to zero. The deferral amount will automatically reappear on the next transmittal. <p>When all changes are done and you are balanced to your payroll, click "Submit".</p>
Printable Report	<p>Print a paper copy of the report or save an electronic copy to disk.</p> <ul style="list-style-type: none">• If you are paying by check: click "To Pay by Check". This will allow you to access your pre-filled payment advice. Print it, add your warrant/check number, and mail it with your check to DRS.• If you are paying electronically: click "To Make ePayment". This will take you to the ePay application where you can submit your payment information.
Report Listing	<p>Verify that the status shows as "submitted."</p> <ul style="list-style-type: none">• If it does, you can exit the application.• If it does not, go back into the report, make your changes on the deferral detail screen, and resubmit.• Status will change to "processing" and will stay in this status until your payment is received and reconciled with the report.• Once reconciled, the report listing will indicate the date you will be able to select your next report. A reminder email will be sent on the same date.